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FILE

*Meetings  
(Minutes)*

## MINUTES

## DD/S STAFF MEETING

28 April 1970

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2. QSI's for Support Directorate Personnel: The DD/S favors the granting of QSI's in justifiable cases and expects the Career Boards to actively recommend these actions and not depend solely on supervisors' initiative. Cases in which the Career Service Heads and the components of other Directorates to which our personnel are assigned cannot agree on a QSI should be referred to the DD/S.

3. Report of PATB by Directorates and Offices: In FY 1970, through March, Directorate figures are:

DD/I	222
DD/P	121
DD/S&T	111
DD/S	28 & 114 CT's

By DD/S Office:

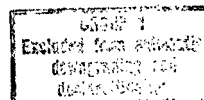
OMS	10
OC	1
OF	4
OP	2
OS	6
OTR	1
Other	4
	<u>28</u>

*This is the best test should be used as career management tool.*

All professional applicants in Support should be afforded this test. Office Heads are encouraged to deal with  on the matter.

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4. Policy on Assignment of Employees and Immediate Family Members: Mr. Coffey discussed a 17 April 1970 memo (DD/S 70-1596) from Colonel White to D/Pers setting forth the governing policies on the subject. *Copies are to be sent to Office Heads*

Mr. Wattles will brief his Personnel Officers on the contents of the memo.

5. Policy for Approval of Acquisitions of ADP Equipment: Copies of a memo dtd 21 April 1970 from Colonel White to the Deputy Directors (DD/S 70-1641) were handed to the Office Heads. The memo sets forth the criteria to be applied in determining those ADP acquisitions which require Colonel White's approval before funds are committed.

Mr. Coffey asked that any papers on the subject for Colonel White's approval be sent through the DD/S.

6. Mr. Coffey asked for a report on summer leave plans for each Office Head and their deputies.

7. Around the Table

25X1 [ ] Still optimistic about cuts in the [ ] might lose  
25X1 only two positions out of [ ]  
25X1 [ ] Commo equipment is in place. Operating now with one-time pad. Radio teletype on-line station is being installed.

Mr. Wattles: Two desk size programmable calculators have been placed in the Retirement Affairs Division to compute retirement annuities. There is a very heavy volume of these calculations and the past manual method has been extremely time-consuming.

120 tickets have been sold for NCSL awards dinner for Larry Houston.

25X1 Mr. Osborn: Reported that OS has been working very closely with [ ] on protection of individuals.

Mr. Cunningham: Has prepared final draft of paper on external training approvals.

Mr. Blake: Reported a power problem last Sunday at [ ] lasting 2 1/2 hours.

GSA is bringing in a grounds crew this week.

[ ]

Support Operations Staff/DD/S

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QSI's FOR SUPPORT CAREERISTS

Mr. Bannerman had occasion recently to review the current practices among several Career Services for the granting of QSI's. He would like you to know he is very favorably inclined towards the granting of QSI's in justifiable cases. As a first point he is always favorable to awarding a QSI for truly outstanding service. As a second point he is likewise favorably disposed to granting a QSI for a person who may have hit his grade ceiling but who continues to perform in a highly satisfactory manner over a substantial period. As a third point he is less inclined to use the QSI mechanism for those officers who are obviously "comers" and who will be rewarded with grade advancements on a periodic basis.

He expects the Career Boards to actively recommend QSI actions and not depend solely on the component supervisors as the latter may not have the career interest and attention to this problem and the policy stated above may not necessarily be the policy the supervisor operates on. If Career Service Heads and other Directorate components to which employees are assigned cannot agree on the appropriateness of a QSI, such a case should be referred to the DD/S to be resolved.

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Extracy

70-1894

21 APR 1970

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Approvals Concerning Acquisition of ADP  
Equipment and Services

1. Restraints on available resources and the need to centralize Agency consideration of plans to acquire significant ADP equipment and services require that such plans be forwarded to me for approval even if such acquisitions have already been budgeted.

2. The following criteria are to be applied in determining those ADP acquisitions which require my approval before Agency funds are committed:

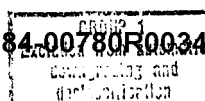
a. Any computer, whether used as a stand-alone processor or as an integral element of some larger, computer-controlled system and whether used on Agency premises or elsewhere. (Small desk calculators, whether or not of electronic design, are excluded.)

b. Any upgrading of a computer (e.g., additional core, I/O devices, etc.) which results in a net increase in cost of over \$4,000 per month in rental or \$150,000 for purchase.

c. Any contract the principal purpose of which is to acquire software or other ADP services costing over \$50,000.

3. Any component planning changes of the kind described in paragraph 2 should consult freely at an early stage in the planning with the Office of Computer Services or other components where technical skills and experience can be helpful in reaching a decision.

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4. In cases requiring my consideration, answers to the following questions will normally be needed:

a. What is the proposed acquisition and what needs and objectives are served by it?

b. Explicitly, what benefits are expected to stem from this acquisition?


c. What is the cost of the proposed acquisition? What costs (and savings) can be anticipated for future years as a result of this acquisition?

d. What alternatives are available and why is the recommended action preferred?

e. Does the proposed system change have consequences which will be of interest to or affect other components? If so, has the proposal been coordinated with the components concerned?

f. Is the acquisition contained in your program plan and budget? (If not, explain proposed manner of budgeting.)

5. Requests for approval covering the above information, together with any additional information deemed relevant, should be addressed to the Executive Director-Comptroller through the Chairman of the Information Processing Board.



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L. K. White  
Executive Director-Comptroller